



**SUSAN SOONG**  
Clerk of Court

**San Francisco Division**  
450 Golden Gate Avenue  
San Francisco, CA 94102

**Oakland Division**  
1301 Clay Street  
Oakland, CA 94612

**San Jose Division**  
280 South 1st Street, Room 2112  
San Jose, CA 95113

**Eureka-McKinleyville  
Division**  
3140 Boeing Avenue  
McKinleyville, CA 95519

#### CAND MISSION

The mission of the Clerk's Office of the United States District Court for the Northern District of California is to support, defend and preserve the Constitution of the United States by:

- Serving and supporting the court
- Providing access to the court
- Maintaining the records of the court
- Providing information about the court
- Performing our mission with a commitment to excellence

*The United States District Court is  
an equal opportunity employer.*

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA

Position: Director of Case Administration

Classification Level: CL-28/CL-29

Salary Range: CL28: \$70,866 - \$115,157; CL-29: \$84,242 – \$136,974, Depending upon Experience and Qualifications

Location: San Francisco, CA

Opening Date: January 17, 2019

Closing Date: Open Until Filled

**Due to possible Lapse in Appropriations, start date to be determined later.**

### POSITION OVERVIEW

This position is located in the Clerk's Office of the U.S. District Court in San Francisco, California and reports directly to the Chief Deputy of Operations. The Director of Case Administration directs matters related to supervision, planning and management of all intake and case processing units in San Francisco. The incumbent supervises the Intake Supervisor, the criminal and civil docket clerks, and the records clerk. The incumbent is responsible for accurate records management. The intake supervisor also maintains the court's attorney admissions policy and the incumbent is responsible for ensuring the accuracy of attorney admissions. The incumbent will be responsible for planning, organizing and reviewing work, establishing policies and procedures to ensure excellent customer service and efficient processing of documents, maintenance of records and accurate attorney admissions.

### Representative Duties

- Works with the Chief Deputy and other Operations managers in the formation, implementation and assessment of office practices, policies and procedures.
- Directs the functions and services provided by the case processing section, including supervision of civil and criminal processing. Assures the creation, accuracy, and maintenance of the docket. Ensures coordination of case processing duties with other units of the Clerk's Office and chambers.
- Works on special projects in collaboration with the Chief Deputy of Operations and other Operations Managers and stakeholders.
- Directs the functions and services provided by the Intake Section, including supervision of Intake Section Supervisor and attorney admissions. Assures coordination of Intake duties and attorney admissions with other governmental agencies, court units, chambers, divisional offices and the attorney bar.
- Acts as back-up to the Chief Deputy of Operations who is the Custodian of Records for the court; supervises the court's records clerk.
- Acts as the court's multi-district litigation liaison, coordinates activities with the Judicial Panel for Multi-District Litigation (MDL) and other district courts by processing timely new MDL actions, directing notices to the appropriate divisional office for processing and/or docketing.
- Participates in developing methods of coordinating the work of the office with that of other governmental agencies and court units.
- Supervises employees, including: approving leave, managing time and attendance, training and development of employees, establishing performance expectations, conducting performance appraisals, goal setting, resolving personnel issues,

participating in interviewing and selection of new employees, and initiating personnel actions.

- Develops and recommends policies, procedures, manuals or other documentation related to intake, docketing, appeals, finance, procurement, jury and courtroom operations, and assists employees with the implementation of such procedures including quality control and training.
- Promotes and maintains conditions that encourage teamwork, effective communication, initiative, enthusiasm and positive morale.
- Plans, coordinates, and schedules all operational activities in the case management, records and intake units.
- Analyzes and interprets Federal and local rules, orders and directives of the Clerk and Administrative Office as they relate to the various areas of the office.
- Deals effectively with employees concerning their suggestions, complaints, grievances and other employee related matters.
- Ensures that staff adheres to the Court's internal control procedures.
- Conducts meeting to enhance communication and to address issues, procedures, and goals.
- Performs other duties, as assigned.

## QUALIFICATIONS

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### Minimum Qualifications

**For CL-28:** Three years of specialized experience, including at least one year equivalent to work at the CL-27. For placement above the step 2, at least two years of specialized experience equivalent to work at CL-27

**For CL-29:** Three years specialized experience, including at least one year experience at or equivalent to work at the CL-28: For placement above the step 2, at least two years of specialized experience equivalent to work at CL-28.

**Specialized Experience** is progressively responsible administrative, technical, professional, supervisory or managerial experience that provided an opportunity to gain:

- Skill in developing the interpersonal work relationships needed to lead a team of employees;
- The ability to exercise mature judgement; and
- Thorough knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the court.

## COMPENSATION AND BENEFITS

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Compensation will be set based on experience and qualifications pursuant to the policies and guidelines set forth under the Court Personnel System (CPS). Employees qualify for retirement plans, federal employee's group health insurance, life insurance, dental/vision insurances, and flexible benefits.

## INFORMATION FOR APPLICANTS

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The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement without prior written or other notice.

The successful candidate for this position is subject to a FBI fingerprint check and background investigation (employment will be provisional and contingent upon the satisfactory completion of the required background investigation), will be required to adhere to a code of conduct (which is available upon request), and is subject to mandatory direct deposit of federal wages.

The court is not authorized to reimburse travel expenses for interviews or relocations.

**Interviewing Non-Citizens and Making Offers of Future Employment:** Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B). In most cases, this means that an offer of employment cannot be made unless the candidate is a lawful permanent resident who is seeking U.S. citizenship as explained below.

Under 8 U.S.C. §1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

Where appropriate and necessary, the court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Unit of the Clerk's Office at 415-522-2147. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

## **APPLICATION PROCEDURE**

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Applicants must submit the following: 1. Cover Letter, 2. Resume, and 3. Three professional references

Go to our agency website at <http://www.governmentjobs.com/careers/uscourtsand> to submit the online application, along with the above-listed documents. Attachments should be submitted as Microsoft Word (DOC) or Adobe Acrobat (PDF) files. Other formats are not acceptable.

Applications will be considered complete when the online application and all required attachments, in the appropriate format, are received the Human Resources Unit. Applications and/or attachments received after the closing date may not be considered.

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